

Journal Index Instructions

I. First, a few words about what is *NOT* included in the journal index. It is assumed the reader of these notes is simultaneously consulting a journal index, either a final version or mid-session index, and has access to the Senate and Assembly journals, either in print or online.

- Bill introductions and histories (that’s what the Senate and Assembly bulletins cover)
- Committee reports
- Administrative rules (again, there’s a separate history for admin./clearinghouse rules)
- Announcements, adjournment honors, and remarks under special privilege (at the end of the floorperiod day)
- Adding and withdrawing authors
 - They are highlighted but not typed up for the journal index. It’s important to check the author index to ensure the abstracts are falling under the correct authors.
- Advice and consent of the Senate (the governor is “pleased to nominate” a candidate)
 - NOTE: When the governor withdraws a candidate and when candidates are confirmed by the entire Senate, an entry is made in the Journal Index under the subject “Communication — Senate.” Then print the journal pages, highlight the relevant entries, and give them to Renae Milford.

II. Notes on subjects, in alphabetical order, with examples from the 2013-14 journal index and snips from the journal page itself when an illustration is required. If a specific Quick Part exists, it’s noted. See also III. D. Other Quick Parts and Shortcuts.

A. Addresses to the Legislature

Note anytime someone “addressed the members from the rostrum.” Often it’s associated with a joint resolution the members are taking up. Also, comments from leadership at the beginning of session are spread upon the journal and those pages should also be noted under this subject. The format has varied over the years.

Ripp, Rochelle (65th Alice in Dairyland).....A 118

Lenda, Officer Sam, Oak Creek Police Department (Hometown Hero recipient)..... A 118

SPECIAL GUEST

Representative Ripp introduced the 65th Alice in Dairyland, his daughter Rochelle Ripp, who addressed the members from the rostrum.

SPECIAL GUEST

Representative Honadel introduced the Hometown Hero Recipient, Officer Sam Lenda of the Oak Creek Police Department, who addressed the members from the rostrum.

B. Adjournment (— Assembly *and* — Senate)

Refers to adjournment of special sessions.

Final adjournment of October 2013 special session (Oc3)..... A 444

C. Certificates by the Legislature

The Senate and Assembly both issue certificates, but only the Senate puts them in the journal. There are separate directions for prepping citations for the bindery. All are sent via email these days and saved in the S drive ([S:\Legislative Citations](#)) with subfolders for each calendar year, and each house (2014 Senate and 2014 Assembly, for example). The Senate journal entry “Motions Under Senate Rule 98 and Joint Rule 7 for the Month of [insert month here] 20[XX]” is referring to the citations received (or that I received) that month but may include citations dated for a different month. So the list of Dec. 2014 citations in the Jan. 15, 2015 Senate journal may include citations received in Dec. 2014 but dated Jan. 2015. Monitor these carefully. If what you received doesn’t match the journal entries, let Sarah Burhop in the Senate Chief Clerks’ Office know.

D. Chaplain (— Assembly *and* — Senate)

The Assembly always opens a floorperiod day with a prayer and sometimes the Senate does too, but more often, the Senate stands “for a moment of silent meditation.” Make a note if the text of the prayer is included.

E. Chief Clerk (— Assembly *and* — Senate)

If the election is not obvious in the journals, the information is also in SJR 1 and AJR 1. Take the names from those joint resolutions and use the journal page number in which those joint resolutions were introduced.

Consult the 2011/2012 journal index for an example of a chief clerk change mid-session.

F. Claims Board

The Claims Board meets 3 or 4 times per year and the report is spread across the Senate journal only. A one-line summary of each decision is created under this subject.

Dominguez, Maria: \$6,525.26 vehicle damage claim S 922

There are a few stock phrases you can use and the following Quick Parts were created:

[Claims-Innocent convict] : \$.00 Innocent Convict Compensation claim S
[Claims-Medical expenses] : \$.00 medical expenses claim..... S
[Claims-PersPropLoss] : \$.00 personal property loss claim S
[Claims-PropDamage] : \$.00 property damage claim S
[Claims-taxes] : \$.00 overpayment of taxes claim..... S

When the report has been indexed, print out the Senate journal and this subject and give them to Mark Shovers. If a bill is drafted based on a Claims Board report, he is the attorney who will draft it.

There is also a “Claims Board” entry under the subject **Reports to the Legislature** but only the page number is recorded there with the following reference: Claims Board, *for listing of claims, see journal subject: Claims Board*.

G. Committees — Appointment to — (Assembly *and* Senate)

Legislators are assigned to committees at the beginning of session but changes happen during session as well. A sub-entry is made only when a legislator is removed, temporarily removed, or resigns, not when someone is added. For example:

LaborA 21, 514
August, removedA 514
Legislative Organization, Joint Committee on .A 23
Suder, resignedA 302
Rules.....A 214, 346
Barca, temporarily replacedA 346

NOTE: Print the journal pages, highlight the relevant entries, and give them to Chris Siciliano.

H. Communication (— Assembly *and* — Senate)

When something appears in the journals that you haven't seen before, chances are you can make an entry for it here. The common entries under this subject are rereferrals to committee, executive orders, governor's request for a joint session, State of the Tribes address, request from a legislator for a report by a particular committee, and in the Senate journals only, Professional Standards Council for Teachers recommendations for confirmation. There are Quick Parts for several of these standard entries.

AB53: rereferral to committee.....A 743
AB108: referral to committee.....A 432
Executive order no. 117 re October 2013 special session A 347
Gov. Walker: remove appointments from consideration for confirmation..... S 34, 43
Governor request for joint session on January 15, 2013 to deliver State of the State Address
.....A 13
State of the Tribes Address 2014, by Laurie Boivin, Chair of the Menominee TribeA 619
Professional Standards Council for Teachers: list of nominees per s. 15.377 (8),
Wis.Stats.S 351, 361, 371, 909, 915
Sen. Ellis: Joint Survey Committee on Tax Exemptions report on SB348 S 446

I. Engrossed bills and joint resolutions

There is no journal entry for this subject so no journal page numbers. Whenever you get an engrossed bill or joint resolution from the PAs, make a note under one of these two entries. There will be a statement at the top of the first page so you will know which to use.

Senate Chief Clerk directed printing of: AB54, AB85, AB452, Jr4 AB1
Assembly Chief Clerk directed printing of: SB206, SB509

J. Elections Commission — Communication to (Assembly *and* Senate)

Certified list of Representatives and Senators and anyone else elected in a special election is noted here.

Certified list of RepresentativesA 1
Kulp, Bob: certification of election to 69th Assembly District in 11/29/13 special electionA 484

K. Governor

State of the State, budget address, and executive orders are all noted here.

State of the State Address, 2013..... S 31

L. Joint convention

Every occasion for which a joint convention is called, the page number is noted after one of the two entries but not what the occasion is.

Assembly.....A 17, 47, 537
Senate.....S 31, 82, 555, 596

M. List of lobbyists

Once upon a time, all of the lobbyist were indexed as the certificates still are; however, by the 1995 session, it was pared down to a list of entries consisting of the date of the journal and the page number on which the list appears. By the 2011 session, the indexing librarian no longer needs to produce a lobbyist directory at the end of session.

2/21/13..... S 89
2/22/13..... S 107
3/1/13..... S 121

This subject is followed by reference to the Ethics Commission. Verify that the URL still works at the beginning and end of each session.

Lobbyists and Lobbying Organizations

For more information, contact:
Wisconsin Ethics Commission,
212 E. Washington Ave., Third Floor,
P.O. Box 7984, Madison, WI, 53707-7984
(608) 266-8123; or <https://lobbying.wi.gov>

N. Majority leader (— Assembly *and* — Senate)

Pretty standard stuff. Only changes if someone resigns or is removed. Keep the list in alphabetical order.

Kramer, Bill: electedA 303
Removed.....A 722
Suder, Scott: electedA 9
Resigned effective 9/3/13A 302
Steineke, Jim: elected Assistant Majority LeaderA 9
Strachota, Pat: electedA 722

O. Minority leader (— Assembly *and* — Senate)

Same as majority leader but with the word “minority.”

P. Oath of office, *see also name of specific individual*

Like **Joint Convention**, there’s an entry for Assembly and Senate and page numbers for every reference to an administered oath. It was a *see* reference up until the 2013 session, when it was turned into a subject. Seemed like a nice catch-all when there are several special elections in a session.

Q. Petitions

This is new in the 2015-2016 session. Prior to this session, petitions were indexed in the subject index. Go to 2009-2010 subject index to see the last petition in the subject index (under the subject **Petition**, SP1 for Senate Petition 1).

Petitions will be added to the journal index even when LTSB develops a process so petitions can be added to the subject index and Supreme Court Orders can be added to the acts index.

Should look like this:

Petitions

Assembly Petition 1: support for AB61 and
SB44 re prohibition on requiring membership
in a labor organization as a condition of
employmentA 70

R. President of the Senate AND President Pro Tempore of the Senate

Similar to Majority and Minority leader entries — name, colon, “elected”, and page number.

S. Reports to the legislature

Refer to the previous session’s journal index A LOT for this subject because the way common, and repeated reports are referred to can vary between Senate and Assembly entries and from year to year and session to session. In the 2009/2010 session, references to the statute number were added whenever available. Sometimes, that’s the only way to match reports.

Formatting Word notes: The agency lines up with the subject but the abstracts are indented one “tic” (1/8”) under the agency by a hanging indent (meaning, a second line is indented again 1 tic (1/8”) if needed). Agency names are inverted, “Natural Resources, Department of”, and not abbreviated. There are a few agencies that are *see* references to the department they fall under. Refer to the previous session journal index for guidance. A few reports that appear several times during the session will have two entries, one for the Assembly pages and one for Senate pages. The entry “Rules published” under “Legislative Reference Bureau” is a prime example.

Beginning with the 2013/2014 session, the Senate and Assembly just list agency reports they received that month. Prior to that, the report’s cover letter was included in the journal. If the phrasing varies between the Assembly and Senate journal entries but the statute reference matches exactly, use whichever entry conveys the most information (most complete “title”); sometimes that means taking elements from both entries. Use exact title of a report if used in the journal; otherwise, try to put key words out front, for example:

DNA specimens: procedures and standards for submission and handling A 852

T. Resignations

An entry under this subject then create a subject from the name of the resigning legislator with similarly phrased entry.

Stone, Jeff: resigned effective 10/14/13. Represented 82nd Assembly District ... A 351

Stone, Jeff

Resigned effective 10/14/13. Represented 82nd Assembly District A 351

Also, under the **Committees — Appointment to** subject, add a resignation phrase under each committee of which the legislator was a member. You will find that information in the last published Senate or Assembly bulletin because chances are, the legislator's Web site will be stripped by the time you find out about the resignation.

U. Rules (— Assembly, — Joint, *and* — Senate)

Rule changes are made by resolution and joint resolution. In the journal index, use the page the legislation was introduced and passed. Copy the abstract from the subject index for the journal entry but add the legislation number in brackets after the rule numbers. For example (*NOTE*: no dot leader for the main abstract, just the sub-entries):

Assembly rule revisions [Assembly rules 23 (1m), 26 (8), (9), 56 (4)] [AR4]

Offered.....A 15

AdoptedA 16

V. Rulings of the Chair (— Assembly *and* —Senate)

“Point of order” is the phrase to look for in the journals, and the Senate and Assembly format them differently. All of them are tracked elsewhere. Since the 2011/2012 session, I've only noted rulings accompanied with text in the journals; there are very few each session. For example:

AB110, A.Sub.Amdt.1, not germane under Assembly Rule 54

(Ruled not well taken)A 149

(Text of ruling)A 149

(Ruling appealed).....A 149

(Ruling of the Chair stands).....A 150

POINT OF ORDER

Representative Richards rose to the point of order that
Assembly Substitute Amendment 1 to **Assembly Bill 110**
was not germane under Assembly Rule 54.

RULING ON THE POINT OF ORDER

Speaker Pro Tempore Kramer ruled the point of order
not well taken. The full text of the ruling by Speaker Pro
Tempore Kramer follows:

“After consideration of your point of order that
Assembly Substitute Amendment 1 to **Assembly Bill 110** is
not germane under various provisions of Assembly Rule 54,
I find that:

<etc.>

W. Seat assignments

Another subject where you simply list the page numbers anytime a seat assignment is mentioned in the journals, using whatever phrase the journal entry uses.

Assembly seating assignmentsA 10, 114

Senate seating chart and room assignments S 13

X. Secretary of State — Communication to (Assembly *and* Senate)

Pretty standard phrasing but may not be used each session; depends on if there is a constitutional amendment to ask about.

Constitutional amendment eligible for 2nd consideration S 9

PETITIONS AND COMMUNICATIONS

State of Wisconsin Office of the Secretary of State

December 14, 2012

The Honorable, the Senate:

I, DOUGLAS LA FOLLETTE, Secretary of State of Wisconsin, do hereby certify that the following proposed amendments to the Constitution of the State of Wisconsin have been approved by the regular session of the 2011-2012 legislature and duly published as required by Section 1 of Article XII of the Constitution:

Enrolled Joint Resolution 4 (first consideration)

Y. Sergeant-At-Arms (— Assembly *and* — Senate)

[Name]: electedS [or A] [page number]

Z. Speaker of the Assembly *AND* Speaker Pro Tempore of the Assembly

[Name]: electedS [or A] [page number]

AA. Veto message (— Assembly *and* — Senate)

The governor's veto message, full or partial veto, is spread across the journals. Make a note of them under these subjects and include the shortest description you can of the piece of legislation (act or bill).

SB324, in-person absentee voting (Act 146) (partial veto) S 816

SB628, raffle regulation (vetoed) S 816

III. Not mentioned in the above notes.

A. Special elections

When someone resigns, there is a special election (unless it's really close to a regular election or there are no more scheduled floorperiods for the year). There is no single subject for legislators elected in a special election, like **Resignations** for those who resign. **Oath of office** lists page numbers whenever an oath is given and that's the best subject to look under to find page numbers regarding new members. Legislators elected during session get a new entry under their name, similar to a resignation. If they are going from one house to another, that is noted also. For example:

Rodriguez, Jessie

Oath of office administered. Elected to 21st Assembly District in 11/19/13 special election....A 484

And from the 2011/2012 session:

Petrowski, Jerry

Resigned effective 6/26/12. Represented 86th Assembly District. (Elected to 29th Senate District in 6/5/12 recall election)A 1030

Oath of office administered. Elected to 29th Senate District in 6/5/12 special election.....A 484

B. Marking pages

Step 1: Organize your copy. You get one copy of the Assembly (green pages) and Senate (yellow pages) journals for indexing purposes, which the PAs will give you. Sort chronologically and compare to what is in the Slate Repository under “Chief Clerks Publication” — Assembly Daily Journal and Senate Daily Journal. **ALWAYS CHECK THE PAGE NUMBERS**; they are continuous and sometimes get messed up. A skipped page or pages means either a mistake in the page numbering or you are missing a journal. Print missing pages but if the numbering is messed up in print and in the Repository, let the journal clerk know. In the Senate Chief Clerk’s office, contact Erin Gillitzer. In the Assembly Chief Clerk’s office, contact Julie Martyn.

Step 2: Go through with highlighter and mark everything that needs to be noted in the journal index. I use pink highlighter for Assembly pages and blue highlighter for Senate pages. When I’m done marking a journal, I put a checkmark on the first page in the top right corner. I always keep the previous session’s marked-up journal pages in case I need to see how something was phrased the previous session so I can write it up the same way in the current session.

Step 3: After the initial journal index is set up, I print the current journal single sided and formatted so that only the left column has text and the right column is blank (use column breaks to push text out of the right column) – but *DON’T* save the changes. Write everything down the way it will appear in the journal index. I write Assembly entries in pink and Senate entries in blue (to match the highlighting). I add to existing subjects and abstracts in the blank right column and add new subjects with new abstracts on the back. I put a checkmark by the highlighted material when I’ve written the entry down and when I’m done with a journal, another checkmark on the first page in the upper right corner, next to the highlighter checkmark. If interrupted, it’s easy to see where I left off.

Step 4: Type the entries as written making corrections when necessary.

Step 5: Proofread and corrections.

I go through the journals twice with this workflow and feel pretty good that I don’t miss anything. I do sometimes to forget to go back and check for rules that passed or the adverse disposal for special sessions but that’s what these notes are for, to put the process in writing so things are not missed.

C. Pages to print for other people

Previously mentioned: 1) If the governor withdraws a candidate, and when candidates are confirmed by the entire Senate, print the journal pages and give them to Renae Milford. 2) Print journals with Claims Board reports and the journal subject **Claims Board** for Marc Shovers whenever it is updated. 3) Chris Siciliano would like all journal entries mentioning committee assignments, removals, or resignations.

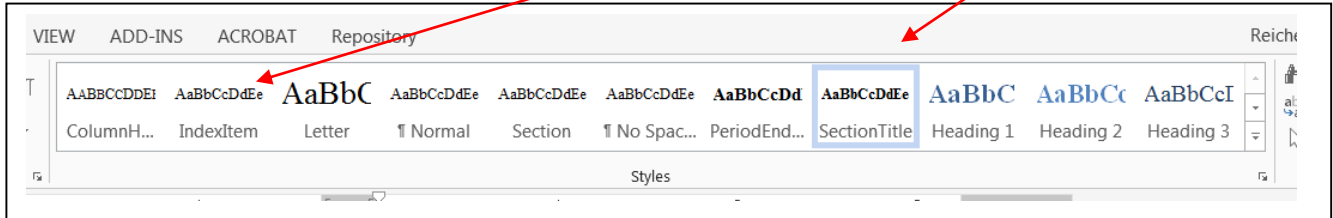
In addition, print the Senate certificate entry pages – it’s easier to proofread the certificates if I can mark-up a second copy of those journal pages.

D. Other Quick Parts and Shortcuts

In addition to specific Quick Parts, there are two macros to create blank abstracts. <Alt><F10> will create a blank Assembly entry in the journal index. In the quick toolbar, there is an icon with a diamond shape in the middle surrounded by three small rectangles – that will create a blank Senate abstract entry in the journal index.

E. Word format issues

1) Styles: I saved a document called “Journal Index template.docx” that has all of the main subjects used in the Journal Index and examples in the correct style. The style is important because subjects should be “SectionTitle” and abstracts should be “IndexItem.” “SectionTitle” is picked up in the running header; you don’t want an abstract in the running header.



It is difficult to fix the style if you used the wrong one. *Be careful!*

2) Widows and orphans: Don't leave a subject at the bottom of a column and the abstract at the top of the next column or page. "Push" the subject by putting in hard returns.

3) Running headers: Those are the subjects in the header. The document picks up the first subject (SectionTitle) on the page. If there isn't one on the page, it can look funny. **[I don't remember if it carries over the last subject or leaves the running header blank]** Please force a running header for "Certificates by the Legislature" and "Reports to the Legislature," both of which go on for more than one page, by inserting the subject (SectionTitle) "**Certificates (cont'd)**" or "**Reports (cont'd)**" at the top of the page. You may have to manipulate where it falls by using hard returns.